

## **FLOW CHART TO DESCRIBE THE MEAL PROCESS TO FOLLOW WHEN A PATIENT WITH A FOOD ALLERGY OR FOOD INTOLERANCE IS ADMITTED TO A WARD**

### **On Admission:**

#### **Step 1: Clear Documentation: (Nursing Staff)**

Patient will be asked if they have any known or suspected food allergies or intolerances on admission by the nurse, if they have:

- It must be clearly recorded in notes & on nerve centre,
- 'Red wrist band' must be put in place as per policy
- In addition the food allergy or intolerance **must be clearly recorded on the 'WHITE BOARD'** behind the patients bed



#### **Step 2: Support and guide patients using menus and resources available in the ward catering folder (Nursing Staff)**

- If the patient has 'Coeliac Disease' or 'Dermatitis Herpatiformis' then they can either be guided by the GF code on the standard menus or be given a copy of the 'Gluten Free Menu' to refer to, listing the gluten free options available.
- If the patient has a 'Lactose Intolerance' then they can be given the 'Low Lactose Menu' to refer to and make their choices from
- If the patient has an allergy to one of the 14 allergens listed below they can be given the 'Allergen Aware Menu':
  - Celery,
  - Cereals containing gluten – including wheat rye, barley and oats,
  - Crustaceans – such as prawns, crabs, crayfish and lobsters,
  - Eggs,
  - Fish,
  - Lupin,
  - Milk (cows),
  - Molluscs – such as mussels , clams, oysters, whelks, squid and octopus,
  - Mustard,
  - Nuts – including almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts
  - Peanuts
  - Sesame seeds
  - Soya beans
  - Sulphites - sulphur dioxide and sulphites (if they are at a concentration of more than ten parts per million)

See Allergen Aware Menu – additional resources are available in the ward catering folder to help improve range of meals available for some patients (especially those with a single food allergy).

- If the patient is allergic to a food not listed in the Allergen Aware Manu there is allergy information at ward level in the ward catering folder to help guide food choice:
  - 'Steamplicity meals' information charts at back of catering folder
  - 'Raj foods Meals' information chart at back of catering folder
  - 'Ingredients list for unlabelled food products at ward level' use version to match current menu
- It is important that options are sourced for breakfast, snacks and beverages as well – refer to the breakfast and snack allergen charts in the ward catering folder





### Step 3: Inform Catering: (Nursing Staff)

Ensure catering are informed via the e-mail address: [FoodAllergenNotification@uhl-tr.nhs.uk](mailto:FoodAllergenNotification@uhl-tr.nhs.uk). Please include your ward and site, patient's details, the food allergies the patients has, patient's bay and bed space on the ward, and a staff contact point on the ward in your e-mail.

This e-mail will be checked by catering staff 3 times a day. Once received a 'Catering Duty Team Leader' will speak to the patient on the ward and discuss what they eat at home, and what is required whilst they are in hospital. (If there is doubt about safe food options it may be a jacket potato meal will be given until further clarity can be obtained) (Catering Staff)



### Step 4: During Meal Service:

To ensure there is no risk of cross contamination the following steps will also need to be taken:

- Meal choices for allergy patients will be identified on the menu card (and cross checked with catering e-mails)
- If there is an allergy patient on the ward then their meals should be served first (ahead of any red trays)
- Staff to wear food service PPE, thoroughly wash hands, clean and double check surfaces are free from potential contaminants. Wash hands again between tasks
- Follow existing procedures using catering approved food wipes (not hand/ clinical wipes) to carefully sanitise the food probe between each temperature test. Use a fresh wipe each time. This is especially important when serving food allergy patients.
- The meals should be served to the patient as soon as possible after heating with the film lids still in place to minimise the chance of contamination. The lid should be removed at the patient's bedside, or where appropriate by the patients themselves.
- The person who hands over the food has the responsibility to complete a diligent check of the ingredients list for all food and beverages served to the patient to ensure it is suitable, checking it is the correct patient and meal etc. Where appropriate patients, and patient carers are also encouraged to check and ensure suitability
- Remember breakfast preparation needs the same care as lunch and dinner service



### Step 5: Refer to Dietitian

Patients with multiple food allergies, or requiring extra guidance and support to select suitable meals refer to the Ward Dietitian via ICE (Nursing Staff)

The ward dietitian will then fully assess and advise on suitable options from the full range of patient menus, a weekly meal planner can be used to recorded food choices for several days at a time. (Ward Dietitian)

This flow chart should be used in conjunction with the UHL Food Allergy Policy, once approved.